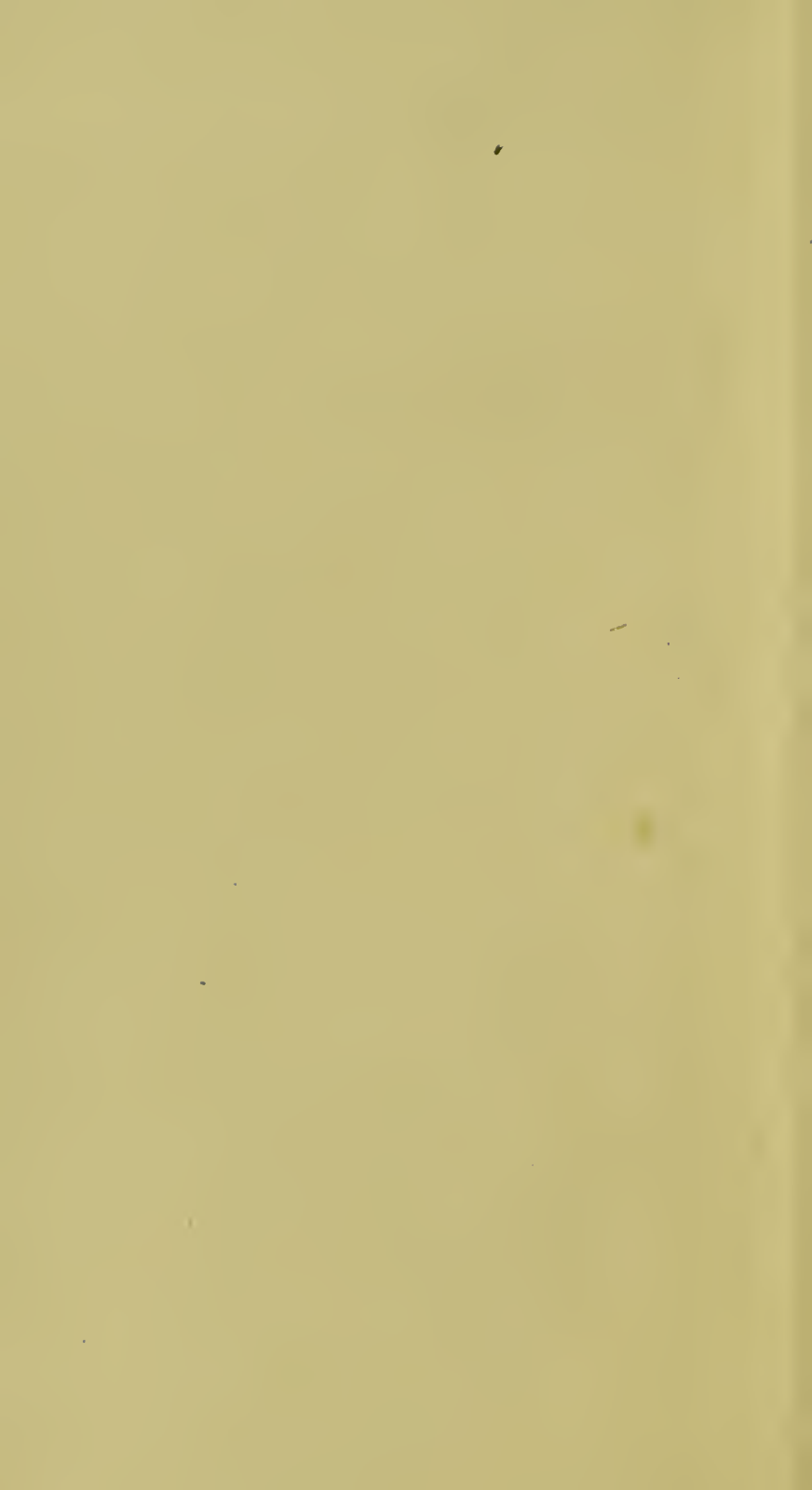


THE RULES OF
SUNDERLAND INFIRMARY

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THE
CONSTITUTION AND RULES

OF THE
INFIRMARY, DISPENSARY,
HOUSE OF RECOVERY

FOR
The Cure of Contagious Fever,
AND
HUMANE SOCIETY,

FOR THE TOWNS OF
BISHOP WEARMOUTH, SUNDERLAND,
MONK WEARMOUTH,
AND THEIR IMMEDIATE VICINITIES.

PUBLISHED BY ORDER OF THE COMMITTEE.

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TO THE HONOURABLE
AND
RIGHT REVEREND FATHER IN GOD,
SHUTE,
BY DIVINE PROVIDENCE,
LORD BISHOP OF DURHAM;
THE
CONSTITUTION AND RULES
OF THE
INFIRMARY, DISPENSARY,
HOUSE OF RECOVERY,
AND
HUMANE SOCIETY,
AT SUNDERLAND,
ARE MOST RESPECTFULLY DEDICATED,
FOR HIS LORDSHIP'S APPROVAL AND SANCTION
AS THE PATRON,
AND A LIBERAL SUPPORTER,
OF THE
INSTITUTION.

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ESTABLISHMENT.



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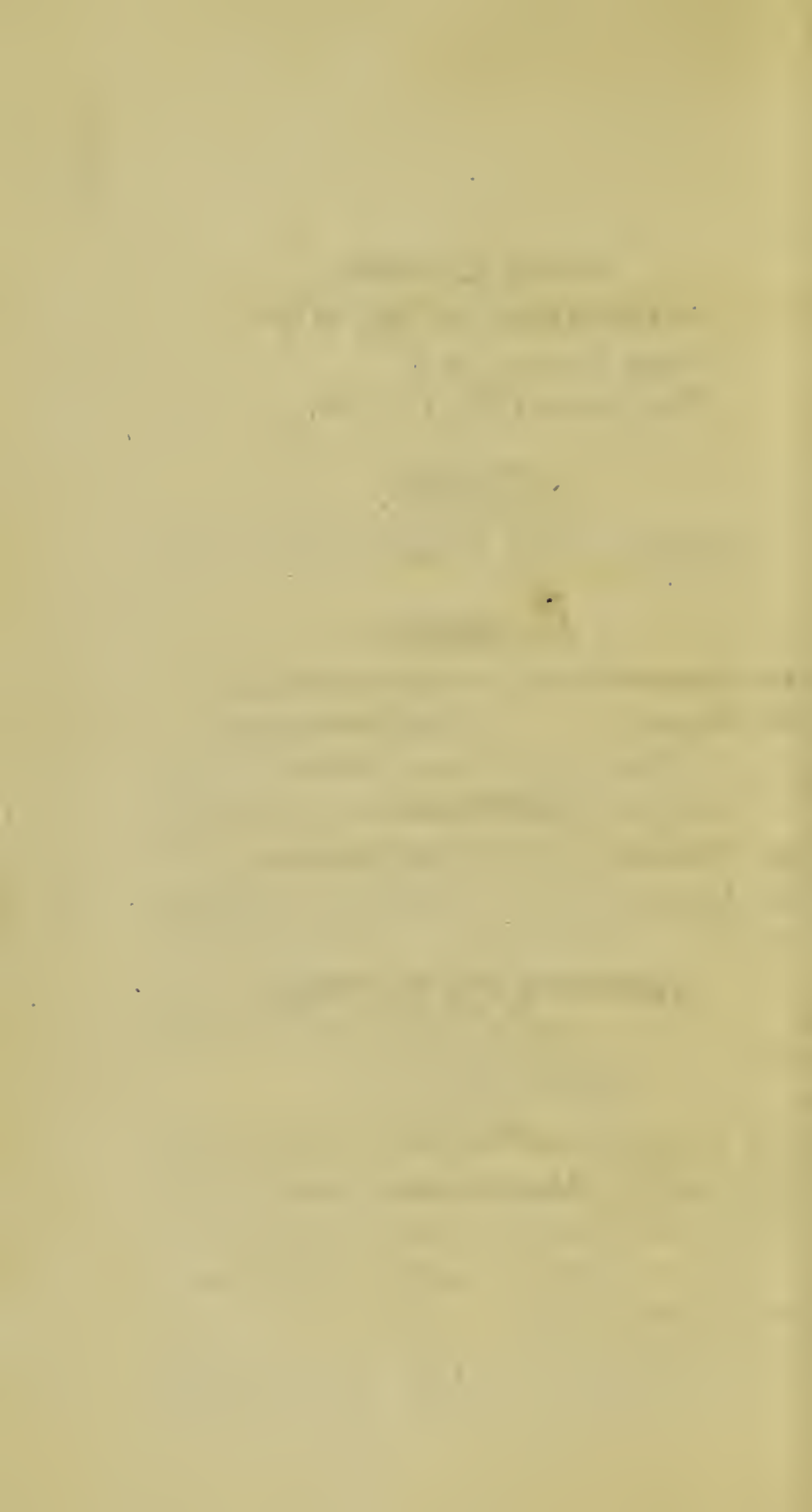
Mr. CHAS. FERGUSON.

Apothecary and Secretary.

Mr. SMITHSON.

Matron.

Mrs. SMITHSON.



CONSTITUTION AND RULES, &c.

CONSTITUTION.

THIS Institution shall be known and distinguished by the name and title of the “Infirmery, Dispensary, House of Recovery for the Cure of Contagious Fever, and Humane Society, for the towns of Bishop Wearmouth, Sunderland, Monk Wearmouth, and their immediate vicinities.

II. The property of all buildings connected with the institution shall be vested in six trustees, entitled the proprietary trustees; and the management of the funds of the institution, arising from stock in the public funds or from land, shall be in three trustees, entitled the acting trustees. The number of proprietary and of acting trustees when reduced to two in each instance shall be completed, so as to make up the full complement.

III. All deeds and writings relating to the institution shall be preserved in a chest provided for that purpose, secured by two locks; the keys of which shall be in the hands of such persons as shall be appointed by the general court of the governors to be holden in the month of June annually.

IV. The officers of this institution shall consist of a Patron, eight Presidents, twelve Vice-Presidents, a Treasurer, four Physicians, four Surgeons, and an Apothecary and Secretary.

V. All annual Subscribers of one guinea or upwards, shall be Governors during the continuance of their subscription; benefactors of twenty-five guineas or more at any one time, and all persons paying legacies to the same amount, shall be Governors during life; public bodies, parishes, townships, or benefit clubs, making a donation of twenty-five guineas at any one time shall be empowered to appoint one of their number to act as a Governor on their behalf, during life. The amount of all benefactions, legacies, and donations shall be vested in the public funds or in land.

VI. A general Court of the Governors (at which each Governor then present shall have a vote, provided his subscription be paid up to the time of voting,) shall be holden twice in every year; namely, on the first Tuesday in June, and on the first Tuesday in December, at eleven o'clock in the forenoon, to receive communications from the Committee, to inspect the Treasurer's Accounts, and to transact such other business as shall be laid before it. The proceedings of every general Court shall be read at the succeeding one, and (except when embodied in the annual report) all the proceedings of the Committee at their monthly meetings, since the holding of the last general Court, before any new business be commenced; and no alteration shall be made in the constitution, or in any rule of the Institution, until it be allowed at one general Court and confirmed at a second*.

VII. A special Court of Governors, at which each one then present shall have the same right of voting as at a general Court, shall be summoned* when it is judged necessary at any

* See the form of summoning a general or special Court, in the Appendix, No. II.

time, by the Patron, any one of the Presidents, any two of the Vice-Presidents, or acting Trustees, or by the Committee, upon giving one week's notice of such special Court to each Governor, and inserting an advertisement in one of the county papers, one week previous to the time of meeting, specifying the particular business on account of which the special Court is called. No other business shall be transacted at such Court; and the determination of the Court respecting such business, provided the Constitution, or any of the actual Rules of the institution, be not affected, shall be conclusive and final.

VIII. A special Court shall be summoned by the Committee only, to fill up any vacancies which may occur amongst the officers or the Trustees of the institution. Notice of the same shall be given as in the case of summoning any other special Court*. No new Subscriber or Benefactor shall be entitled to vote at the election of any officer or trustee, unless he or she shall have paid his or her subscription or bene-

* See the form of summoning a special Court for the election of an officer or trustee, in the Appendix, No. V.

faction one month at least before the time of election.

IX. At every general or special Court of the Governors, the Patron, or in his absence one of the Presidents, or if no President be present one of the Vice-Presidents, shall take the chair; and in the absence of them all, the majority of the Governors present shall appoint a chairman. The chairman shall have, besides his own vote, the casting vote. All ladies subscribing as Governors or becoming so by a benefaction, and Governors when residing at a distance of thirteen miles from the town of Sunderland, may vote at any general or special Court by a proxy being a Governor, appointed in their own hand-writing. The minutes of the proceedings at every general and special Court, shall be duly registered by the Secretary.

X. A Committee consisting of fifteen members, of whom three shall be a quorum, shall be chosen annually from the Governors at the general Court holden in the month of June*. The

* See the form of notifying the election of a Governor to be a Member of the Committee, in the Appendix, No. III.

Patron, the Presidents, Vice-Presidents, and Trustees of the institution, the Treasurer, the Physicians, and Surgeon, in attendance at the institution during any given week, shall be officially members of this Committee, which shall meet on the last Friday in each month, at eleven o'clock in the forenoon, at the committee room belonging to the institution, or at any other place which may be appointed by the Committee, for the purpose of directing all matters which concern its ordinary expenses and government. All Governors who may be present at any meeting of the Committee, shall be allowed to vote as members of the same, provided their subscriptions be paid up to the time.

XI. The Committee, with the concurrence of the medical officers, shall have the power of appointing a Matron to act with the Apothecary in the immediate charge of the institution. With the same concurrence, they shall have the power of suspending both the Apothecary and Matron for misbehaviour; but the cause of such suspension shall be entered on the minutes of the Committee, and be specially reported to the next general Court, whose determination upon the case shall be final; and in the meantime the Committee, with the medical officers, shall ap-

point a proper person to do the duty of the individual so suspended.

XII. The Committee, with the concurrence of the medical officers, shall have the power of appointing, suspending, and dismissing all persons employed under the Apothecary and Matron in the capacity of nurses and servants of the institution. The Matron, nurses, and all servants of the institution shall be free from the incumbrance of children and the care of a family.

XIII. At every monthly meeting, the Committee shall nominate four of the Governors, residing in the neighbourhood of the institution, in rotation from the alphabetical list in the Annual Report, to act as Visitors, each of them for one week during the ensuing month, which nomination shall be immediately signified to them by a letter from the Secretary, marking the precise week of their attendance respectively*. Should any of the weekly visitors, so nominated, be prevented from attending by sickness or necessary avocation, he, or, in case of failure on his part,

* See the form of signifying the nomination of a Governor to be a House Visitor in the Appendix, No. IV.

the Committee, may appoint another Governor as his substitute. The officers and Trustees of the institution shall be perpetual visitors, and the Patron of the institution shall be the general visiter.

XIV. The Committee, previously to the time of holding the general half-yearly Courts, shall appoint three of the Governors as Auditors to audit the Treasurer's Accounts, and inspect the inventory of household goods and furniture belonging to the institution; and in the course of the month of April in each year they shall appoint three or more Governors to draw up a Report of the state of the institution, including an abstract of the proceedings of the Committee since the publication of the last report; the number of patients received, distinguishing those discharged, as cured, relieved, or incurable, recovered from apparent death, dismissed as irregular, or who have died during the past year, and remaining on the receiving books of the institution; a summary statement of their several diseases, together with the results; the names of Subscribers and Benefactors for the past year, with their respective subscriptions and donations; and an abstract of the accounts for the same time. This Report shall

be read at the general Court to be holden in the month of June, and shall afterwards be printed for distribution.

XV. Candidates for the office of Physician, previously to the day of election, shall produce to the Committee their diploma. Candidates for the office of Surgeon must have been regularly educated, and shall produce certificates that they have attended some public school of anatomy and surgery in London or Edinburgh, and likewise some public hospital. Candidates for the office of Apothecary shall leave with the Committee testimonials of their having served a regular apprenticeship, of their having attended a course of public lectures on medicine, anatomy, and surgery in London or Edinburgh; of their being acquainted with the general mode of hospital practice, and of their having a good moral character. No person shall be eligible to the office of Apothecary whose abilities are not approved of by the medical officers of the institution.

XVI. Persons desirous of bequeathing a legacy to the institution, are requested to make use of the form in the Appendix, (No. I).

SUBSCRIBERS.

XVII. Every Subscriber of one Guinea annually, during the continuance of such subscription, and every Benefactor of twenty-five Guineas, or person paying a legacy to the same amount, shall be allowed to recommend, in the course of one year, three patients to the Dispensary, to be attended, each of them during six months, if necessary, from the date of the recommendation.

XVIII. Every subscriber of two Guineas annually, during the continuance of such subscription, and a benefactor, or person paying a legacy, to the amount of fifty Guineas, shall be allowed to recommend, in the course of one year, six patients to the Dispensary, to be attended each of them during six months, if necessary, from the date of the recommendation; or, to recommend yearly one patient to the Infirmary, to be attended and maintained until the patient shall be discharged, unless such patient shall, after a sufficient time, be judged by the medical officers to be incurable, or a fit patient for the Dispensary. Proportional privileges shall be

allowed for larger subscriptions, benefactions, and legacies.

XIX. Any two annual Subscribers, or benefactors entitled to the same privileges, may unite in recommending patients, to the amount of their joint subscriptions, or benefactions; which patients shall be treated in the same manner as those recommended by single annual subscribers or benefactors contributing to the same amount.

XX. Public bodies, parishes, townships, or benefit clubs, subscribing annually one, two, or more guineas, or making a donation of twenty-five guineas, or of fifty guineas and upwards, at any one time, may appoint one of their number to act on their behalf; who shall be entitled to the same privileges in the recommendation of patients, as subscribers or benefactors to the same amount, during life,

XXI. A Subscriber or Contributor, who is qualified to recommend patients, by a note under his or her hand, directed to the Committee, may appoint a person to recommend proper objects in the name of such Subscriber or Contributor.

XXII. All subscriptions, benefactions, and legacies, shall be paid into the hands of the Treasurer. Subscriptions for the current year shall be paid in advance, and shall become due immediately after the time of holding the half-yearly court in June. All new subscriptions shall be understood to commence from that time, preceding the payment of such subscriptions. A monitory letter shall be sent by the Secretary to all those subscribers, whose subscriptions shall be two months in arrear, requesting payment of the same*.

PATIENTS IN GENERAL.

XXIII. Patients shall be usually admitted to the benefit of the Institution by tickets of recommendation. There shall be separate tickets for Infirmary and Dispensary Patients. The tickets shall be filled up, dated, and signed, by the recommending Subscriber or Contributor, or by his or her substitute, and they shall be addressed to the Apothecary.

* See the form of this letter in the Appendix, No. VI.

XXIV. Casual patients, suffering from sudden accidents requiring immediate surgical aid, shall be admitted into the Infirmary without a ticket, at any hour of the day or night ; and immediate notice of their admission shall be given to the nearest Physician or the Surgeon of the week. But should they become chargeable to the Institution beyond the time of three days, they must procure an Infirmary Ticket, or be maintained, during their continuance in the Infirmary, at the rate of ten shillings and sixpence weekly by their friends ; except in cases of extreme necessity, of which the medical officers and the visiter for the week, or the Committee, shall be the judges.

XXV. Persons able to subsist themselves and to provide for their cure, and all indentured apprentices, shall be admitted into the Infirmary without a ticket, at a charge of ten shillings and sixpence weekly, during their continuance in it, and in no other way ; for which sum, in the case of apprentices, the master must be responsible by a certificate in his own hand-writing.

XXVI. All patients shall, during the continuance of their disorders, be under the sole

care of the Physician or Surgeon, or both, as the case may require, whose turn it was to receive them at the time of their admission. But in cases of necessity, a consultation of all the Physicians and Surgeons shall be called ; and no capital operation, excepting an urgent occasion require it, shall be performed upon any patient, without such a previous consultation having taken place.

XXVII. When any patient is discharged as cured, or relieved, or incurable, or is dismissed as irregular, or dies, notice of the same shall be given by a letter from the Secretary to the person who recommended* ; and the Apothecary, by the direction of the attending Physician or Surgeon, shall note the same in the proper receiving book.

XXVIII. All patients, when discharged cured, shall return thanks to Almighty God in their parish church, or such place of public worship as they usually frequent ; for which purpose a proper form shall be delivered to them by the Apothecary at the time of their discharge, and

* See the form of this letter in the Appendix, No. VII.

they shall be enjoined, by the Committee, to return thanks to the Governor who recommended them.

XXIX. A list of the Governors, with their number respectively of vacant tickets, shall be put up in the patients' waiting room, in order that patients applying, may know where to procure tickets for the Infirmary or Dispensary in cases of urgency.

XXX. Donations of old linen, for the use of the Surgery, are always in request, and will be thankfully received.

INFIRMARY PATIENTS.

XXXI. They shall attend personally with their Infirmary Tickets, if they have one, on Monday or Thursday in the morning at a quarter before ten o'clock precisely; at which time, if they are judged to be proper objects by the medical officers and the visiter of the week, they shall be admitted into the Infirmary. On the same days they shall be

discharged, when cured, or relieved; and dismissed, if incurable, or irregular.

XXXII. The medical officers in attendance, together with the visiter for the week, shall have a power of refusing to admit any Infirmary Patient whom they shall judge to be an improper object, and of dismissing any patient for continued immorality or disorderly behaviour, or, after sufficient trial, upon account of the incurable nature of the disease. But the reason of such refusal or dismissal must be stated in a letter from the Secretary to the recommending Subscriber or Contributor, or to his or her substitute*.

XXXIII. No pregnant woman, no children under seven years of age, except those upon whom surgical operations are to be performed; no person labouring under insanity, or subject to epilepsy, suspected to have the small pox, measles, itch, or other infectious distemper; no person afflicted with habitual ulcers, or cancer not admitting of operation, or with the venereal disease contracted through misconduct, or with

* See the forms of two letters in the Appendix, No. VII. and VIII.

consumption, scrofula, or dropsy in their last stages, or judged to be incurable, or in a dying condition, shall be admitted as Infirmiry Patients, on any account.

XXXIV. Patients duly recommended and qualified, who cannot be immediately admitted into the Infirmiry for want of room, shall have their names entered in the receiving book provided for that purpose ; and, except in urgent cases, and when the patient lives at a great distance from the Infirmiry, shall be admitted into it in the order of time in which their names were entered ; and in the mean time they shall be treated as Dispensary Patients.

XXXV. No person shall be admitted as an Infirmiry Patient who is capable of receiving equal benefit as a Dispensary Patient.

XXXVI. Subscribers recommending patients to the Infirmiry are requested to take care that they are sent in decent clothing, clean, and free from vermin, and that they bring with them at the time of their admission a proper change of linen for keeping them clean.

XXXVII. Infirmary Patients shall be regularly visited in their respective wards by the Physician or Surgeon, under whose care they are, at least once in each week; and at other times, when it shall be judged necessary, or when notice shall be given of any sudden emergency from the Apothecary or Matron.

XXXVIII. To the bedstead of each Infirmary Patient there shall be affixed two tickets, the one specifying the name of the patient, together with that of the Physician, or Surgeon, or both attending him, and the time of admission; and the other ticket the diet according to the prescription of the Physician or Surgeon.

PRIVATE RULES FOR INFIRMARY PATIENTS.

XXXIX. The patients shall punctually observe the directions of their respective Physician or Surgeon, and also of the Apothecary, Matron, and Nurses.

XL. The appointment of the particular diet of the patients shall be under the regulation of their respective Physician or Surgeon, and no other provisions or liquors of any sort shall be brought into the house to them on any pretence whatsoever.

XLI. The patients shall not waste, hide, give away, or carry out of the house, the provisions, apparel, or any other thing provided by the Institution, nor injure the beds or other furniture.

XLII. No patient shall sit up after nine o'clock in the winter, nor after ten o'clock in the summer; and all patients, who are judged able by their respective Physician or Surgeon, shall rise by seven in the summer, and eight or half past eight in the winter.

XLIII. The patients, whose cases will admit of it, shall every morning wash their hands and faces, and all those, who do not use the warm or cold bath, shall have their feet washed every Thursday evening.

XLIV. No patient shall go out of the Infirmary without leave first obtained from his Physician or Surgeon, or, in their absence, from the Apothecary or Matron.

XLV. The Men patients shall not go into the Women's wards, nor the Women patients into the Men's wards; and no patients shall go from their own to another ward, without leave from the Apothecary or Matron.

XLVI. The patients who are able shall constantly attend prayers in the house, at seven o'clock in the morning, during the summer, and at eight, or half-past eight, during the winter; and they shall not curse, or swear, nor use any abusive language, nor behave rudely, or indecently; nor presume to play at cards, or dice, or any other game; nor, without leave from their Physician or Surgeon, to smoke or chew tobacco in their wards.

XLVII. No patient shall introduce or admit any visiter into the house, without leave from the Apothecary, or Matron; and no person shall be admitted to visit a patient on any day before eleven o'clock in the morning, nor after six o'clock in the evening.

XLVIII. Every patient offending against any of the above Rules shall be liable to be discharged for irregularity; and no person discharged for irregularity, shall be admitted again as a patient of the Infirmary, except in such extraordinary cases as will not admit of delay.

XLIX. These private Rules shall be read over to the Infirmary Patients every Friday morning, after prayers, by the Matron, and a copy of them shall be placed in each of the wards of the Infirmary.

DISPENSARY PATIENTS.

L. They, or some person on their behalf, shall deliver their Dispensary Tickets on Monday or Thursday in the morning, at the Dispensary, at ten o'clock precisely; when their respective cases shall be taken into consideration by the Physicians and Surgeon in attendance. On the same days Dispensary Patients shall be discharged when cured, or relieved; and dismissed, if irregular.

LI. They shall attend regularly at the Dispensary, if able, upon one of these days in each subsequent week, at the same hour, according to the direction of the Physician or Surgeon, under whose care they were at first admitted, during their continuance as Dispensary Patients. Should they be unable to attend, they shall immediately make it known at the Dispensary, and they shall be visited by the Apothecary, at their own houses, at least once in the week, and as often as shall be necessary by the Physician or Surgeon under whose care they are.

LII. In all medical or surgical cases of necessity, the Apothecary shall immediately attend to a patient bringing or sending a Dispensary Ticket, at any time of the day; and if requisite, he shall call to his assistance one of the Physicians or the Surgeon of the week, and should he be unable to attend, the next medical officer, in order upon the list: otherwise it will be sufficient to report such cases when inquired into, to the Physicians or Surgeon of the week, on their next day of attendance.

LIII. Dispensary Patients shall come or send for their medicines, on any day, except Monday, Thursday, and Sunday, at nine o'clock in the

morning; and they shall return all phials, boxes, and gallipots clean, and also all such medicines as they have not taken, and all leeches remaining alive in their possession, or be liable to be dismissed as irregular.

LIV. Dispensary Patients neglecting, when able, to attend regularly at the Dispensary on the day or days fixed for their attendance in each week, during two weeks successively; or refusing to submit to the directions of their Physician or Surgeon, shall be dismissed by him or them, in conjunction with the Weekly Visiter, as irregular*.

LV. Dispensary Patients, who have once been dismissed as irregular, or disorderly, shall not be again admitted on the list of Patients, without the consent of the medical officers of the Institution; nor after a second offence on any recommendation whatsoever.

LVI. No indentured apprentices, nor domestic servants, whose masters are able to provide

* See the form of a letter notifying irregularity in a Patient to the recommending Governor, in the Appendix, No. VII.

for them, nor any persons able to purchase medicine, shall be admitted as Dispensary Patients.

LVII. A copy of these Rules shall be transcribed, and hung up in the patient's waiting room at the Dispensary.

HOUSE OF RECOVERY PATIENTS.

LVIII. They shall be admitted by a medical officer, the Apothecary, or the Matron, on any day of the week, and at any time of the day.

LIX. Each patient must bring a letter from some substantial person, certifying that he will be responsible for the charge of such patient during his or her stay in the house, at the rate of two shillings and sixpence daily.

LX. One of the Physicians, and one of the Surgeons of the Infirmary, in annual rotation, shall attend the patients, as their cases may require; and if either of them be at any time pre-

vented from attending, he shall engage one of his colleagues to supply his place. They shall write their prescriptions in a proper book, containing a list of their patients, and shall deliver a report in writing of the state of the House of Recovery during the past year, to the Governors appointed to draw up the Annual Report of the Institution.

LXI. A Nurse shall be attached to the said house, whose wages of one shilling daily shall be paid her only during the time of her attendance upon any patient or patients, at which time she shall have board and lodging in the house.

LXII. The Apothecary and Matron of the Infirmary shall attend to the patients at least twice in the day, and at such other times as the attending Physician or Surgeon shall appoint, and also on all cases of emergency.

LXIII. Upon the admission of any patient, immediate notice of it shall be given to the Physician and Surgeon for the time, and also to the nurse, whose attendance shall commence upon receiving the notice.

LXIV. A sedan chair, with a moveable lining, shall be kept at the house, for the purpose of conveying patients to it, at the expense of those interested for them; and each patient shall come provided with a spare dress to wear in the house, and with a suitable change of linen for keeping him or her clean.

LXV. The clothes in which the patients come for admission shall be fumigated, washed and cleaned, and laid by until the time of their perfect recovery, when they shall be returned to them; and the attending Physician or Surgeon shall order that their beds, mattresses, blankets, quilts, and bed linen be properly exposed to the air, and fumigated or washed, if necessary; and he shall give directions before the patients be dismissed when cured, that their respective apartments at their own homes be cleansed, and washed with hot quick lime, at the expense of the Institution, if necessary, and that the infected bed-clothes and apparel belonging to them be purified or destroyed.

LXVI. The expense of food, medicine, and wine provided for the patients, shall fall upon

the funds of the Institution, to be afterwards refunded from the daily allowance paid for each patient.

PHYSICIANS AND SURGEONS.

LXVII. They are requested to be as punctual as possible to the stated hours of attendance at the Infirmary, viz. on Monday and Thursday weekly, at a quarter before ten o'clock in the morning, to examine those who shall be recommended as patients of the Infirmary or Dispensary; to receive under their care such as are admitted, who shall henceforth become their patients respectively; and to discharge such patients as shall be judged cured, or relieved, or irregular, or incurable.

LXVIII. The order of the attendance of the Physicians for these purposes shall be by pairs, two of them attending every Monday, and two every Thursday; viz. Dr. Pemberton and Dr. Clanny every Monday; Dr. Miller and Dr. Brown every Thursday. That of the Surgeons

shall be by rotation, each in his week ; viz. Dr. Atkinson during the first week ; Mr. Croudace during the second week ; Mr. Dobson during the third week ; and Mr. Charles Ferguson during the fourth week.

LXIX. Each Physician or Surgeon shall visit the patients received under his care, either at the Infirmary and Dispensary, on a Monday or a Thursday at or about ten o'clock ; or at least once in the week, at their own houses, if the case absolutely require it ; and at such other times as he shall judge it to be necessary, or when he shall have notice of any sudden emergency from the Apothecary or Matron ; and he shall write his prescriptions in the proper book, containing a list of his patients.

LXX. The particular diet of the Infirmary or House of Recovery Patients shall be expressly ordered by their respective Physician or Surgeon, and notice of the same shall be given to the Apothecary.

LXXI. Each Physician or Surgeon necessarily absent shall engage some other Physician or Surgeon of the Institution to attend regularly

for him; and no Physician or Surgeon shall order for or intermeddle with the patients who are not under his own care, except he be desired by the person whose patients they are.

LXXII. The Physicians and Surgeons shall inspect the drugs and medicines brought into the shop before they be put into their places; also all instruments made use of by the Apothecary, and they shall see that he and his apprentice do their duty. They shall make out from time to time lists of such drugs and medicines as shall be wanted, with the supposed cost of them, which list shall be included in the Apothecary's report to the Committee.

LXXIII. All surgical or medical instruments necessary for the use of the patients of the Institution shall be provided under the direction of the medical officers by order of the Committee.

LXXIV. Physicians and Surgeons shall be allowed to take their pupils with them to the Infirmary; but no one shall be admitted to see the prescriptions or practice of the Physicians, nor the operation or practice of the Surgeons,

without their respective consents, nor shall any pupil be permitted to prescribe.

LXXV. They shall be permitted to keep medical books at the Infirmary.

LXXVI. They shall enter their observations and an account of such difficult and dangerous cases as may be judged worthy of being recorded, in a book to be provided for that purpose, which shall be laid before the committee at their monthly meetings.

APOTHECARY AND SECRETARY.

LXXVII. He shall receive the Tickets of Admission, and shall keep three receiving books for the Infirmary, Dispensary and Humane Society, and the House of Recovery, into each of which the names and usual places of residence, the ages, and diseases of all patients who shall be admitted into the Infirmary, Dispensary, or House of Recovery, or who shall come under the care of the Humane Society, shall be entered;

also the times at which they were respectively entered, and discharged; and whether they were discharged, as cured, or relieved, or incurable; or were dismissed as irregular, or are deceased.

LXXVIII. He shall make out a monthly report, to be laid before the Committee, of patients received, distinguishing those discharged as cured, as relieved, or as incurable, dismissed as irregular, deceased, and also remaining on the receiving books; which report shall include the list of drugs and medicines wanted, with the supposed cost of them, and shall also specify the vacant beds in the Infirmary. He shall, likewise, make out a monthly list of patients dismissed for irregularity, to be put up in a conspicuous part of the patient's waiting room.

LXXIX. He shall be empowered in slight casualties, or in cases of extreme urgency, to give relief to Dispensary Patients without receiving a Dispensary Ticket; but should such patients require continued assistance, it is expected that they will procure a Ticket.

LXXX. He shall carefully compound and dispense all prescriptions from the Physician, or

Surgeon, in attendance, affixing to each medicine a label, marking the patient's name and the manner of using it; and he shall dispense no medicine without their direction, except in cases of necessity, when they cannot be consulted.

LXXXI. He shall visit the wards of the Infirmary and House of Recovery every morning and evening, inquire into the state of the health of the respective patients, whether the medicines prescribed have been taken, and what effect they have had; and be prepared to make a report of the same to the Physicians and Surgeon at their hours of attendance; and he shall visit all Dispensary patients, who cannot leave their own houses, at least once in the week.

LXXXII. He shall inform the Matron every day of the diet prescribed to each Infirmary and House of Recovery Patient, and of all other orders of the Physicians or Surgeon necessary to be known by her.

LXXXIII. He shall vaccinate the children of the poor, gratuitously, every Friday morning at the Dispensary; and visit from time to time the house and apparatus employed by the Sunderland Humane Society.

LXXXIV. He shall take care of the shop, the utensils used in it, the medicines and instruments, and see that none of them be spoiled, wasted, or embezzled ; and he shall not permit any drugs, medicines, or instruments, brought into the shop, to be put in their places till they have been inspected by the medical officers.

LXXXV. He shall have the charge of the stock-book, in which the stock of drugs and medicines, ordered and expended from time to time, shall be entered by himself.

LXXXVI. He shall keep an inventory of all the household goods, furniture, and apparel belonging to the Institution, of which the Matron shall have a copy ; which inventory shall be regularly laid before the Committee at their monthly meetings. A fresh inventory shall be made out once every half year, which shall be laid, together with the preceding one, before the half yearly Auditors of the Treasurer's accounts.

LXXXVII. He shall be present at all general and special Courts, and at all meetings of the Committee, and shall minute down and register all the proceedings which shall take place ;

and he shall write all notices and letters of business.

LXXXVIII. He shall be at home at ten o'clock at farthest every evening, unless special leave of absence be obtained from the Committee.

LXXXIX. He may take an apprentice, to be approved of by the Committee, who shall not be articled till he has been kept on trial for two months; and who then, if all parties approve, shall be bound to the apothecary for six years, and shall be considered liable to serve any other Apothecary who may be chosen in case of a vacancy.

XC. In case of sickness, or necessary avocation allowed by the Committee, he shall depute another Apothecary, with the concurrence of the medical officers, to officiate in his place.

XCI. He shall not practise for himself, nor attend to any other business than that of the Institution; and on proposing to resign his office, he shall give three months notice at least; and the Governors shall not proceed to elect another

Apothecary until at least one month after the approaching vacancy has been advertised in one of the Durham and one of the Newcastle newspapers.

TREASURER.

XCII. The Treasurer shall collect all subscriptions, and shall be allowed a certain percentage for collecting the same.

XCIII. He shall receive all benefactions, contributions, collections at church, meeting, or otherwise, and legacies; and likewise all sums paid on account of the maintenance of any person, or persons, received into the Infirmary or House of Recovery.

XCIV. He shall pay all such sum or sums of money only, belonging to the Institution, as shall be directed to be paid by a General or Special Court, or by the Committee at their monthly Meetings.

XCV. He shall make out his monthly report of the state of the funds of the Institu-

tion ; accompanying it with such bills as remain unpaid, a list of the names of any new subscribers or contributors, and of the old subscribers, whose subscriptions remain unpaid, to be laid before the Committee ; and, previously to the time of holding the general half yearly Courts, he shall give a distinct and full account of all the money transactions relating to the Institution for the preceding half year, to be presented, when audited, at the General Court.

COMMITTEE.

XCVI. At every monthly Meeting the names of the Governors present shall be entered in the minute book ; and the proceedings of the former Committee Meeting shall be read, and the measures connected with them be dispatched, before any other business be entered upon.

XCVII. The Committee shall then proceed to consider the paper of business to be presented to the Chairman ; on which shall be entered, in their order, the following items, which

shall severally be brought before the Committee :

1st. The Treasurer's monthly report of the state of the Funds of the Institution, with a list of the names of any new subscribers or contributors, and of the old subscribers whose subscriptions remain unpaid.—2dly. Any bills contracted for articles had on account of the Institution; also notice of salaries becoming due in the course of the ensuing month.—3dly. The Apothecary's monthly report of patients, of the houses and apparatus employed by the Sunderland Humane Society, and of the vacant beds of the Infirmary; and also of the stock of drugs and medicines on hand, or actually required.—4thly. The medical officers book, containing their observations.—5thly. The Visiter's book, together with the list of Visitors for the month ensuing.—6thly. The Matron's book, marking the quantity and quality of provisions and other necessities received and distributed during the last month, and her diet book.—7thly. The inventory of all the household goods and furniture belonging to the Institution.—8thly. Any new business, in particular the appointment, half yearly, of Governors to audit the accounts, inspect the inventory, and draw up the Report; and also to visit the receiving houses of the Sunderland Humane Society.

XCVIII. The Committee shall appoint, from time to time, one or more experienced persons to buy provisions, for the use of the Infirmary, by contract or otherwise, as they may judge best; and also to purchase drugs, medicines, furniture, utensils, and such other articles as may be wanted for the use of the Institution.

XCIX. The Committee, previous to separating, shall nominate two of their number, who shall meet by appointment one hour before the time of the next monthly Committee meeting, for the purpose of going through and inspecting the different wards of the Infirmary and House of Recovery, the store room and shop, and making their report of the state of the house in the Visiter's book. The minutes of the proceedings of the Committee, at any meeting, shall be signed by the Chairman.

VISITERS.

C. The Visitors are requested to attend at the Infirmary, each of them as often as possible in the course of his week, and particularly on Monday and Thursday, in the morning, at a

quarter before ten o'clock, for the purpose of concurring with the medical officers in the admission and discharge of Infirmary Patients.

CI. They shall go through the whole house, and examine whether every part of it, and especially the different wards and the beds and bed linen in them, the store room and shop, are clean and in good order ; whether the provisions in use are good and well prepared, and dispensed according to the Matron's diet book, which they shall call for, or in any way have been wasted, secreted, or purloined ; whether the furniture, linen, or apparel belonging to the Institution have been in any way injured, or any new furniture, linen, or apparel be wanted ; and whether any liquors or provisions have been brought to the patients clandestinely.

CII. They shall order the nurses and servants out of each ward, and each patient, who is able, to be by his respective bed side ; and then inquire whether the Apothecary or Matron have any complaint to make against any patients, nurses, or servants of the house, for cursing, swearing, drinking, abusive or indecent language, or any other disorderly behaviour ; and whether the patients are well treated and duly

attended by the Physicians and Surgeons, the Apothecary, Matron, Nurses, and Servants.

CIII. They shall inquire, also, whether prayers have been duly read; whether the Matron takes care that the gates be opened and locked up at the appointed times; and whether the private rules relating to the Patients, and those relating to nurses and servants, have been read and attended to, and copies of them, so far as directed, placed in the wards of the Infirmary and House of Recovery; and whether the rules, in general, are observed.

CIV. They shall enter their observations upon the above, or any other inquiries which may occur to them, in the Visiter's book, which shall be laid before the Committee at their next monthly meeting.

MATRON.

CV. The Matron shall take care of the household goods and furniture, the beds, bedding, linen, and apparel belonging to the Institution, according to the inventory delivered to her, and

shall be ready to give an account thereof when required.

CVI. As often as any household goods, furniture, beds, bedding, linen, or apparel shall be wanted for the use of the Institution, she shall notify it to the Weekly Visiter, who shall make a report of the same in the Visiter's book.

CVII. She shall examine the state of each ward in the Infirmary and House of Recovery, and of the different offices, every morning and evening; take care that the wards, chambers, beds, clothes, linen, and all things within the Infirmary and House of Recovery, be kept clean and well aired: and, in conjunction with the Apothecary, oversee generally the patients and servants.

CVIII. She shall examine, weigh out, or measure, and keep a daily account in a proper book, to be laid before the Committee, of the provisions and other necessities received and distributed, as to quantity and quality; together with a diet-book, for the inspection of the Visitors and of the Committee, from information which she shall receive from the Apothecary;

by which the number of patients on each kind of diet may be known. She shall take care that each patient have the diet prescribed; and shall never suffer any provisions to be carried out of the House.

CIX. She shall inform the Visiter of every thing she finds amiss in the House; take the charge of the keys of the house, and see that the out doors are always locked at nine in the evening, and not opened before seven in the morning, from Martinmas to Candlemas; and at ten in the evening, and not opened before six in the morning, from Candlemas to Martinmas, except in cases of great emergency, for the accommodation of patients.

CX. She shall see that the patients, nurses, and servants, strictly observe the Rules of the House, and shall not be absent from the House at the same time with the Apothecary.

NURSES AND SERVANTS.

CXI. The nurses shall wash out their respective wards every week, by seven o'clock in the morning, from Candlemas to Martinmas; and by eight or half past eight o'clock in the morning, from Martinmas to Candlemas, and keep them clean and sweet in the meantime; and they shall serve up breakfast within an hour after the wards are cleaned.

CXII. They shall obey the Apothecary as their master, and the Matron as their mistress; behave with tenderness to the patients, and with civility to strangers; and they shall permit no persons (except those employed in the necessary business of the house) to go into any of the wards, without the leave of the Apothecary or Matron.

CXIII. They shall be particularly careful that no one of the patients receives from his or her friends, or conceals about his or her bed, victuals or liquors of any kind, and that no portion of the provisions, furniture, linen, or apparel belonging to the House be wasted or conveyed out of it.

CXIV. They shall not connive at patients leaving their wards, or being absent from the Infirmary or House of Recovery; without permission from the Physician or Surgeon, or from the Apothecary; and shall make a report to the Apothecary of such patients being missing without delay.

CXV. They shall pay great attention to the beds, bedding, and linen of the patients; take care that the sheets be changed once a fortnight at least, and the rest of the bed clothes as often as the Matron shall think necessary; that the linen of the patients be changed once in four days; and their nightcaps and stockings once a week, or oftener if necessary.

CXVI. They shall not suffer any foul linen or bed clothes to remain in the wards, but shall take them to the room set apart for receiving them; and whensoever any patient is discharged, they shall take care that his or her bed and mattress be exposed to the open air during several hours, in dry weather; and that the blankets and quilt, if necessary, and the bed linen, be washed.

CXVII. In each ward, during the day, they shall keep one window open, if the state of the patients and the weather permit, and according to the direction of the Apothecary; and they shall not suffer any dirt or rags to remain in the wards, or any clothes to be hung out at the windows.

CXVIII. They shall punctually obey the orders of the Physicians and Surgeons, administer the medicines prescribed by them, according to the direction of the Apothecary, report the state and symptoms of the patients to him, and lodge a complaint with him, or the Matron, or the Visiter, against any patients not observing the Rules, or otherwise misbehaving.

CXIX. No nurse or servant shall, at any time, take, of any patient or other person, any fee or reward for any service done, or to be done; and when any patient dies in the House, the nurse shall deliver up his or her effects to the Matron.

CXX. The nurses and servants who do not strictly observe these Rules shall be discharged; and any nurse or servant discharged for misbe-

haviour or neglect, shall never be taken again into the service of the Institution.

CXXI. These Rules shall be publicly read over every Friday morning (after prayers) to the nurses and servants, by the Matron; and a copy of them shall be placed in each of the wards of the Infirmary and House of Recovery.

SUNDERLAND HUMANE SOCIETY,

FOR THE

*Recovery of Persons apparently dead by
drowning, or otherwise.*

CXXII. Receiving Houses, on both sides of the River Wear, shall be appointed, wherein the apparatus belonging to the Society, to be used for restoring such persons, shall constantly be lodged.

CXXIII. These houses, and the boxes containing the apparatus, shall be frequently visited by the Apothecary, who shall make his report from time to time respecting them to the Committee; and, once in six months, they shall be inspected by visiters deputed by the Committee for that purpose.

CXXIV. The charge for keeping the boxes, and the expense of furnishing them; of provid-

ing medicine, blankets, and drags, and also of giving rewards, shall be defrayed out of the funds of the Institution.

CXXV. The rewards to be given shall be apportioned in the following manner :

1. The person or persons who shall first discover a body, shall receive a suitable reward, according to circumstances, to be determined by the Committee.

2. A premium of one shilling shall be given to the messenger who shall bring the first surgeon to the assistance of the drowned person.

3. The surgeon or surgeons employed shall be empowered to distribute a reward, not exceeding five shillings, to each person whom they may employ to assist in the methods of recovery, provided they persevere in the means for four hours or upwards.

4. When accidents happen at a distance from the receiving-houses, the Society shall defray the expense any publican or other person may incur by receiving the body into their houses ; and give, over and above, a reward of not less than half-a-guinea, which may be enlarged according to circumstances, at the discretion of the

Committee. They shall also be indemnified by the Society from the charges of burial, in unsuccessful cases.

5. In cases of shipwreck near the harbour of Sunderland, the Committee shall be empowered to give suitable rewards to such seamen, or others, as shall remarkably exert themselves in saving the lives of the mariners.

APPENDIX.

No. I.

Form of bequeathing a Legacy to the Institution.

“ I also give and bequeath to A. B. and C. D. the sum of £ upon trust; and to the intent, that they, or either of them, do pay the same to the Treasurer, for the time being, of an Institution, known by the name of “ The Infirmary, Dispensary, House of Recovery for the Cure of Contagious Fever, and Humane Society for the Towns of Bishop Wearmouth, Sunderland, Monk Wearmouth, and their immediate vicinities;” which sum I direct shall be paid out of my personal estate, and applied towards carrying on the charitable designs of the said Institution.”

No. II.

Form of summoning a General or Special Court.

Infirmary, Sunderland,

A General Court [or a Special Court, or a General Half-yearly Court, as the case may be] of the Governors will be holden, at

instant, at _____, on _____
o'clock in the _____ which
for the purpose of _____
you are requested to attend.

A. B. Secretary.

N. B. Ladies who are Governors, and Governors residing at a distance of thirteen miles from Sunderland, may vote by a proxy, being a Governor, to be appointed in their own hand-writing.

No. III.

Form of notifying the Election of a Governor to be a Member of the Committee.

Infirmary, Sunderland,

SIR,—I am directed to acquaint you, that you have been elected by the annual General

Court of Governors to be a member of the Committee of the Infirmary and Dispensary, &c. for one year ensuing; and as the interests of the charity materially depend upon the punctual and exact discharge of this office, I am desired to inform you, that the Committee meet, at

, on the last Friday in

each month, at eleven o'clock in the Forenoon; and likewise to call your attention to the instructions given to the Committee, which you will find at page 44 in the printed Rules of the Institution.

I am, Sir, your obedient servant,
A. B. Secretary.

No. IV.

Form of signifying the Nomination of a Governor to be a House Visiter.

Infirmary, Sunderland,

SIR,—By direction of the Committee of the Infirmary and Dispensary, &c. I have to acquaint you, that you are desired to take upon you the office of a House Visiter, in the course of the

ensuing month, during one week, from the*
to the instant inclusive. The
Committee, being fully persuaded that the regular and careful discharge of the office of a Visiter will essentially benefit the interests of the charity, are anxious to direct your attention to the instructions given to the Visitors, which you will find at page 46 in the printed Rules of the Institution.

I am, Sir, your obedient servant,

A. B. Secretary.

No. V.

Form of summoning a Special Court for the Election of an Officer or Trustee of the Institution.

The Committee of the Sunderland Infirmary and Dispensary, &c. hereby give notice, that a Special Court of the Governors of the Institution will be holden, at

, on at
o'clock in the for the purpose of
electing in the
room of

A. B. Secretary.

* Here mark the first and last days of the week.

When a Physician is to be elected, the following addition is to be made to the Advertisement:

Every candidate, previously to the day of election, must produce to, and leave with, the Committee, his Diploma.

When a Surgeon is to be elected, the following addition :

Every Candidate must have been regularly educated, and must produce certificates that he has attended some public School of Anatomy and Surgery in London or Edinburgh, and likewise some public Hospital.

When an Apothecary is to be elected, the following Addition :

Every Candidate must leave with the Committee testimonials of his having served a regular apprenticeship ; of his having attended a course of public Lectures on Medicine, Anatomy, and Surgery, in London or Edinburgh ; of his being acquainted with the general mode of hospital practice ; and of his having maintained an irreproachable moral character.

No. VI.

Form of a Letter to be sent to Subscribers whose Subscriptions are Two Months in Arrear.

Infirmery, Sunderland, 18

SIR,—Agreeably to the twenty-second Rule of the Institution, I am directed respectfully to acquaint you, that your annual subscription to the charity, of £ is now two months in arrear, and earnestly to request, that you will please to transmit the same to the Treasurer as soon as may be convenient.

I am, Sir, your obedient servant,

A. B. Secretary.

No. VII.

Form of a Letter to a recommending Governor, when the Patient recommended has been discharged cured, or relieved, or as incurable, or has been dismissed as irregular, or is dead.

Infirmery, Sunderland,

SIR,—Agreeably to the 27th and 32d Rules of the Institution, I am directed to inform you,

that _____, the person recommended
by you on the _____, and admitted
as a Patient of the _____, has this day
been discharged cured [or relieved, or as incur-
rable, or for irregularity, or died this day *].

I am, Sir, your obedient servant,

A. B. Secretary.

No. VIII.

*Form of a Letter to a recommending Governor,
when the Patient recommended cannot be
admitted.*

Infirmery, Sunderland,

SIR,—Agreeably to the 32d Rule of the
Institution, I am directed respectfully to acquaint
you that the medical officers of the charity have
decided, that _____, the person recom-
mended by you on the _____, is not a proper
object to be admitted into the Infirmery, being †

I am, Sir, your obedient servant,

A. B. Secretary.

* As the case may be.

† Here state the reason.

No. IX.
TABLE OF DIET.

COMMON DIET.

BREAKFAST.

Every Day. A Pint of Milk Pottage.

DINNER.

Sunday. Six Ounces of Beef or Mutton, Eight Ounces of Roots, and Four Ounces of Bread.

Monday. One Pint of Soup with Bread.

Tuesday. One Pint of Broth, Eight Ounces of Roots, and Four Ounces of Beef or Mutton.

Wednesday. Baked Pudding.

Thursday. Mutton Pie.

Friday. Bread sufficient, Four Ounces of Cheese, or One Ounce and a Half of Butter.

Saturday. One Pint of Broth, Four Ounces of Beef or Mutton, and Eight Ounces of Roots.

SUPPER.

Sunday. One Pint of Barley Gruel, Milk Pottage, or Beer Gruel.

Monday. Three Ounces of Cheese, or One Ounce of Butter, with Bread; and Half a Pint of Beer.

Tuesday. One Pint of Milk Pottage.

Wednesday. Same as Monday.

Thursday, Friday, and Saturday. One Pint of Milk Pottage.

BEER.

Every Day. A Child from Five Years to Eight, Four Ounces; Eight to Twelve, Half a Pint; from Twelve to Sixteen, Twelve Ounces; above Sixteen, One Pint.

N. B. Bread as much as is wished for, provided there be no waste.

LOW DIET.

BREAKFAST.

A Pint of Panado, Water Gruel, or Milk Pottage.

DINNER.

Broth, Pudding, Rice Milk, and Vegetables, according to Circumstances.

SUPPER.

Same as Breakfast.

Bread sufficient without waste. Beer not exceeding a Pint a Day.

* * Patients placed on low diet to be first served.

MILK DIET.

BREAKFAST.

A Pint of Water Gruel, or Milk Pottage.

DINNER.

Sunday and *Thursday*. A Pint of Rice Milk, or Boiled Milk.

Monday, *Wednesday*, and *Friday*. Bread Pudding, or Rice Pudding.

Tuesday and *Saturday*. A Pint of Rice Milk, or Roots.

SUPPER.

Sunday and *Thursday*. A Pint of Milk Pottage, or Water Gruel.

Monday and *Friday*. A Pint of Milk Pottage.

Tuesday and *Saturday*. A Pint of Boiled Milk.

Wednesday. One Ounce of Butter, or Two Ounces of Cheese.

Every Day, Bread sufficient, without waste.

Drink—Two Pints of Water to One of Milk.

DRY DIET.

BREAKFAST.

One Ounce of Butter, or Two Ounces of Cheese.

DINNER.

Sunday, Tuesday, Thursday, and Saturday.

Six Ounces of Mutton or Veal, and Eight Ounces of Roots.

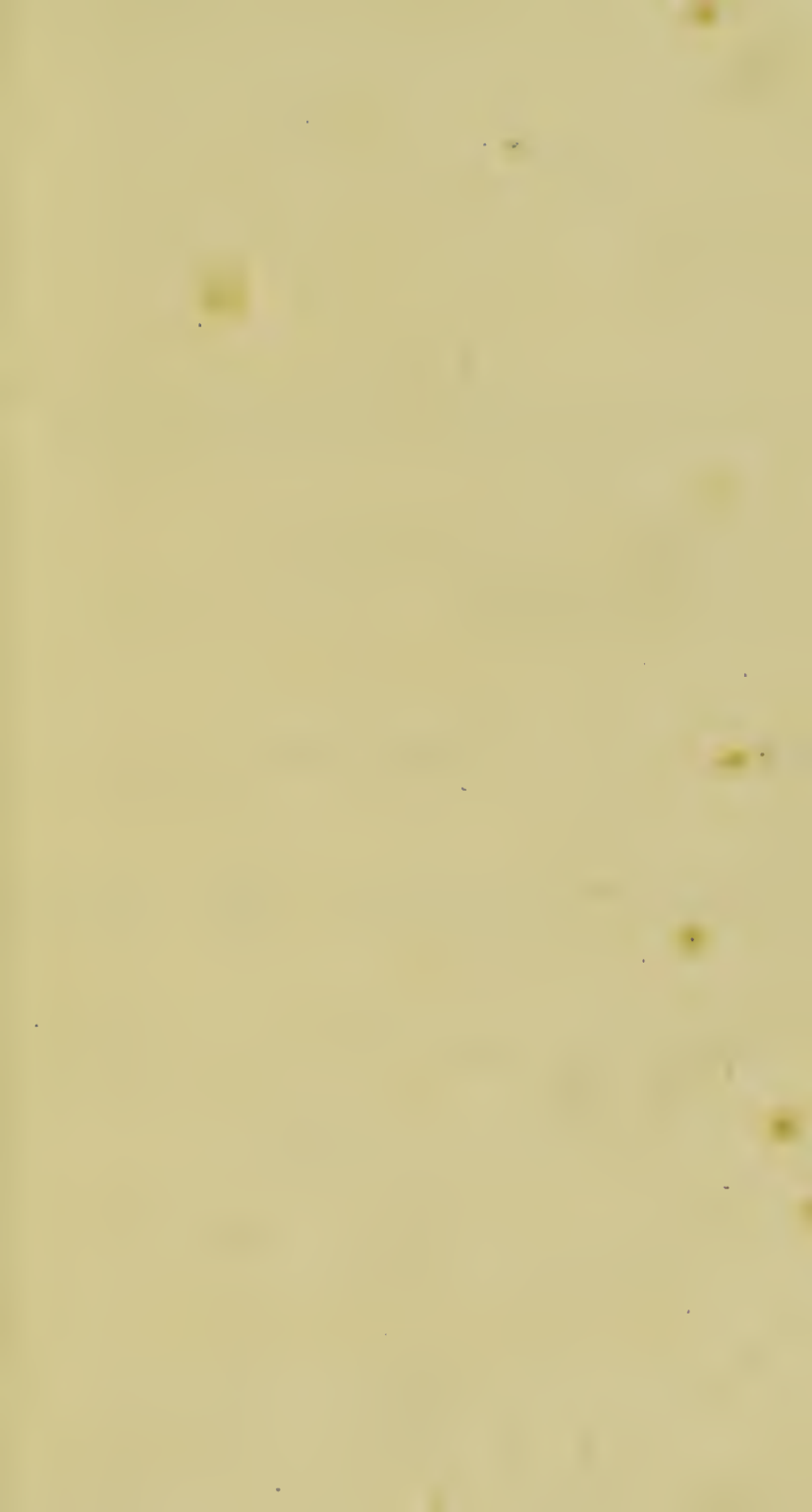
Monday, Wednesday, and Friday. Rice Pudding, or Bread Pudding.

SUPPER.

One Ounce of Butter, or Two Ounces of Cheese.

Every Day, Bread, or Sea Biscuit, sufficient, without waste.

THE END.





Children's Hospital

IN CONNECTION WITH THE

SUNDERLAND INFIRMARY.

—

CEREMONY

OF

LAYING THE FOUNDATION STONE

BY

MRS. JOHN S. G. PEMBERTON,

OCTOBER 6th, 1908.



CHILDREN'S HOSPITAL

IN CONNECTION WITH THE
SUNDERLAND INFIRMARY.

Ceremony of Laying the Foundation Stone

BY

MRS. JOHN S. G. PEMBERTON,

October 6th, 1908.

PROCEDURE.

Meet in the Marquee at the Site at 3.30 p.m.

A Procession will be formed, and proceed to the Platform erected for the ceremony of laying the Foundation Stone.

The Rev. Canon Hopkinson, M.A., will offer a Dedicatory Prayer.

Alderman Stansfield Richardson, J.P., Chairman of Committee, will make a statement as to the position of the Hospital, and ask Mrs. Pemberton's acceptance of a Silver Trowel and Mallet (the gift of the Architects and Contractor) with which to lay the Stone.

Mrs. Pemberton will then lay the Stone, and declare it to be well and truly laid.

Mr. Joseph J. Binns, Chairman of the Building Committee, will propose a vote of thanks to Mrs. Pemberton.

Mrs. Pemberton will reply.

Adjourn to Marquee.

THOMAS ROBINSON,

Secretary.





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